

City of Hillsboro Personnel Policy Manual

General Guidelines, Rules,
Standards and Practices

TEMPORARY CITY LEAVE POLICY RELATED TO AN INFECTIOUS DISEASE OUTBREAK

6. Employee Benefits

6.9 Temporary Leave Related to an Infectious Disease Outbreak *(Adopted March 17, 2020)*

Purpose

This temporary policy recognizes the impact that an infectious disease outbreak, such as the novel coronavirus (COVID-19), will have on the City of Hillsboro. The intent of this policy is to protect the health and safety of our employees, family members, and the community. We are operating under an unprecedented public health crisis in which the services provided by public institutions, particularly healthcare providers and first responders, are essential to preserving life and protecting public safety. In these times, public employees have a unique obligation to rise to community challenges, and City of Hillsboro employees are called upon to perform critical work functions as feasible. This includes performing work in a non-traditional or creative manner.

The City of Hillsboro is following the guidance of the Oregon Health Authority (OHA), the Centers for Disease Control (CDC), and Washington County Public Health Division regarding preventative measures such as social distancing, quarantines, and possible curtailment of non-essential City functions. The City will continue to adjust this policy as the recommendations of these agencies change.

This temporary policy applies to all non-represented employees, including full-time, part-time, and variable hour employees, who will be referred to collectively as “employees” through the remainder of the policy. It will be reviewed by the City’s executive team on an ongoing basis and updated as necessary. This policy remains in effect at the discretion of the City Manager or their designee and may be modified or inactivated at any time.

Definitions

COVID-19: A respiratory disease caused by a novel (new) coronavirus. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019”.

Curtailment: A change or reduction to the routine services, service levels, activities and functions of any given office, department or division.

Dependent or Household Member: Any other person who resides in the employee’s household.

Quarantine: Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Social Distancing: Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events. Recommendations for social distance range from 3 to 6 feet between persons.

Telecommuting: A work arrangement in which the employee works outside the normal work site, often working from home.

Disclosure Requirements

All employees are required to promptly notify their Department Manager or the Human Resources Director if they have:

- Been diagnosed with COVID-19 or have symptoms consistent with COVID-19; or
- Have been directly exposed to a person who has been diagnosed with or has symptoms consistent with COVID-19; or
- Returned from travel in an area with widespread, ongoing community spread (Level 3 Travel Health Notice Countries) as identified by the CDC.

To assist in the shared responsibility for mitigating spread of this virus, employees who fall within the above categories (Covered Individuals) should refer to information on the CDC website to identify such travel areas. Notification under this section must be provided before the employee reports or returns to work after the exposure, notice of monitoring, or return from the travel.

Such employees will generally be required to telecommute (if appropriate to their position and situation) or remain off work consistent with recommendations of public health authorities and healthcare providers.

Telecommuting Policy

Fulfilling our roles as public servants can be accomplished in many ways. Depending on the nature of the work you perform, you may be approved to perform your job duties remotely, through telecommuting, and/or other alternative work options. Employees are expected to collaboratively work with their supervisors or managers to find telework or other safe work options that align with their individual circumstances.

Telecommuting Policy Guidelines

1. If an employee meets one of the six categories in the Paid Emergency Leave section but is not ill, the employee is expected to first attempt to use telecommuting, or another safe alternative work arrangement agreed upon with their manager, in order to continue serving the public to the best of their abilities.
 - a. When an employee is in a position with telecommuting capabilities, they are expected to talk with their supervisor to gain approval and make appropriate arrangements for telecommuting.

- i. Telecommuting must be approved by the employee's department director before remote work is performed.
 - ii. If additional technology, licensing or equipment is needed for the employee to be able to telework, the IS Director or designee must also approve.
 - iii. If the employee is using a City-owned computer or VPN access for telecommuting and they are not designated as essential staff by their department's COOP plan, they should be aware that the IS Director or designee has the ability to re-assign their computer to designated essential staff if the need arises.
- b. When telecommuting, employees are expected to devote their paid working time to the performance of their assigned job duties and responsibilities and to accurately track and record all hours worked. Employees who have been approved to telecommute must also be available via computer and/or phone and provide a contact phone number where they can be easily and readily reached during their regular workday while working remotely.
- c. Employees who have been approved to work remotely and are unable to work during their regularly assigned working time for any reason must follow with City's normal attendance reporting policies.

Paid Emergency Leave

The City recognizes that some positions cannot be performed remotely, and individual circumstances may make remote or other alternative work arrangements inappropriate for some employees. As a result, the City is implementing an additional temporary paid emergency leave benefit ("Emergency Leave") for employees who meet one of the following criteria:

1. One or more of the following conditions apply:
 - a. An employee, their dependent, or a member of their household is under observation or being monitored for symptoms consistent with COVID-19 (e.g. fever, cough, or difficulty breathing), or has been diagnosed with COVID-19.
 - b. An employee or a member of their household falls into a category identified by the CDC as being high risk for complications from COVID-19 infection and has either been advised by a medical professional or is following public health authority recommendations to stay at home to reduce risk.
 - c. The school, daycare center, or childcare arrangements of an employee's dependent(s) has closed or is no longer available due to COVID-19 concerns.
 - d. Supportive services (e.g. medical transportation, in-home care providers, etc.) for an employee's dependent are unavailable due to COVID-19 concerns, which requires an employee to care for that dependent.
 - e. Public or alternative transportation is unavailable due COVID-19 concerns and the employee is unable to safely travel to and from work as a result.
 - f. The City facility the employee works out of has been closed due to COVID-19 concerns and no alternative work assignments are available.

And

2. The Department Director does not approve or otherwise determines that the employee is unable to perform their job via telecommuting or under another safe alternative work option.

Employees who meet the eligibility criteria outlined above are eligible to receive up to a maximum of 80 hours of paid Emergency Leave, which may be utilized for an employee's scheduled shifts that are missed due to one or more of the reasons listed above.

Paid Emergency Leave Guidelines

1. Employees who fall into one of the Paid Emergency Leave categories and are not approved to or otherwise able to telecommute or work in another safe alternative manner should notify their supervisor of their need for time off as soon as possible.
2. Time off that is required or authorized for one or more of the Paid Emergency Leave categories outlined above, should be recorded on Employee timecards with PayCode 'Emergency Leave' (up to a maximum of 80 hours). If an employee does not have the 'Emergency Leave' PayCode available on their timecard, they should let their supervisor know and their supervisor will update the timecard for them. Employees will still be responsible for certifying that the timesheet is correct upon submission to their supervisor.
 - a. PayCode 'Emergency Leave' will pay an employee's regular wage for their missed shift(s) without utilizing leave accruals.
 - b. This PayCode is used for the sole purpose of tracking expenses associated with the City's response to an infectious disease.
3. Paid Emergency Leave is not transferable or otherwise available for any purpose except as outlined in this Policy.
4. In order to best protect the public health and City resources, employees are expected and encouraged to make judicious use of paid Emergency Leave benefits.
5. Exceptions to this temporary policy may only be granted by the City Manager or designee. Any situation or circumstance not covered in this temporary policy will be governed by existing City policies and procedures. As stated above, this temporary policy will be reviewed on an on-going basis. Employees are encouraged to contact Human Resources for consideration for City Manager exceptions to this temporary policy.
6. Abuse of paid Emergency Leave may be subject to disciplinary action under the City's Corrective Action policy. If you have any questions about the use of paid Emergency Leave or any other time off during this public health emergency, please ask your Department Director or Human Resources.

Use of Other Paid Leave Banks

Employees who do not fall into one of the six categories listed in the Paid Emergency Leave section, above, or who have exhausted their 80 hours of paid Emergency Leave must utilize their other paid leave banks. The City has relaxed its requirements on use of paid leave banks during this time. You may use any of your paid Sick, Vacation, Personal, or Compensatory leave banks without prior authorization from your

supervisor, including for absences caused by the closure of your child/dependent's school, daycare/childcare facility.

Review and Changes to This Policy

This policy remains in effect at the discretion of the City Manager or their designee and may be modified or inactivated at any time.

Resources for Additional Information

Centers for Disease Control and Prevention

<https://www.cdc.gov/>

Oregon Health Authority

<https://www.oregon.gov/oha>

Washington County Public Health

<https://www.co.washington.or.us/HHS/PublicHealth/>

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